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Report for Week Ending 23 October 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 33 actions requiring the printing of 1,131,000 copies or sets of blank forms. This represents an increase of 14 actions and an increase of 1,020,600 copies compared to last week.
- ✓(2) Nine new and 4 revised forms were approved.
- ✓(3) Efforts are currently being directed toward the development of a "Consolidated Laboratory Report" for the Medical Office. This report which will reduce by 85% the monthly usage of twelve Standard Forms (514, "A thru K"), will also reduce very substantially the volume of paper going into each individual's medical file.
- ✓(4) Revised Dispatch Forms, 53, 53a, 53b and 53c. Redrafted specifications. Now coordinating with RMO for correspondence. After final coordination with DD/P, Communications, OL, and Comptroller will release for procurement. Legal size forms will increase file utilization by 30-40% on dispatches.
- ✓(5) Reviewed NEA Admin. Instr. 4-63 "Records Management Standard Project" and 201 (Agent) Files and commented on inaccuracies and deficiencies found therein. After review by Messrs [redacted] will return to NEA (thru [redacted]) for correction.

25X1

b. Intangible

- (1) The collection phase of the Survey being conducted in PSD/OL has been completed. This phase has revealed a total of 50
✓ bootleg forms being used.

2. Assignments - Active

- (1) Twenty-two new forms are pending.
- (2) [redacted] with 3 proposed new forms requested by SSA/Publ.
- (3) Trouble shooting - use of forms printed in conductive ink on the IBM Electronic Tabulating Typewriter. Research continues. We have moved the machine from OP to FMB for greater convenience in testing.

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3. News

- a. Approved proof of Form 779 "Locator and Control Record" (6part continuous NCR form used by field).
- b. Rejected for the second time, inferior carbon paper samples submitted by [redacted] on the Form 670) 2 part carbon interleaved file card) used by DD/P and OCR.
- c. Forms Management Branch has been short on help the past several weeks. [redacted] was ill for a week. [redacted] was out for several days. [redacted] and [redacted] are sick today and [redacted] has been in school all month. Fortunately, absenteeism in other Agency offices has reduced the normal work flow sufficiently to let us keep abreast of the situation.

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Report for Week Ending 23 October 1957
from
RECORDS DISPOSITION BRANCH

1. Assignments - Active

✓a. Project 6-95 - Office of Personnel

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Four of the revised schedules for the Office have been co-ordinated and the appropriate changes made. Project is 85% complete.

b. Project 8-18 - Office of Operations/Contact

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The actual review of the records for this Division has been completed. The records control schedule will be revised to reflect the changes required and then submitted to the Division for coordination. Project is 40% complete.

✓c. Project 8-20 - ORR

A meeting is scheduled this afternoon with branch secretaries and principal clerks of the six branches of the Services Division for the purpose of training them in the Subject-Numeric file system. The system will be installed in these branches during the next few weeks. Project is 15% complete.

d. Project 8-24 - Map Library Division, ORR

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Data on the volume, activity, customer, etc., has been requested from the Map Library concerning their air target files. When this has been received and studied, we will be able to make recommendations for reducing floor space requirements. Project is 10% complete.

2. Assignments - Inactive

a. Project 6-90 - Commercial Staff

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Report for Week Ending 23 October 1957
from
PROJECTS STAFF

1. Contributions

- a. Completed installing the Agency filing system in ORR/~~Central~~ *Current*
Support Staff.

2. Assignments - Active

- a. Installation of Subject-Numeric Filing System.

- (1) Office of the Chief, Personnel Procurement Division, OP - 80% complete. All material of 1957 date has been filed under new system. Additional folders and guides prepared and installed. About 2 cubic feet of obsolete material has been recommended for retirement and Form 140 prepared.

Files of Clerical Recruitment Branch have been scanned preparatory to a later subject file installation. One drawer (2 cubic feet) of 1956 material is recommended for retirement to Records Center. Continued training of 3 secretaries in use of new system.

- (2) Plans Staff, OP - 35% complete. Two cubic feet of obsolete material retired to the Center

- ✓(3) ORR/Materials Division - Project continuing

- ✓(4) ORR/Services Division - With conducted an orientation seminar on the Subject-Numeric System for clerical personnel of the six branches in the Services Division. The ARO for ORR presided.

- b. VM Microfilming - Microfilming of Vital Materials in the Office of Personnel commenced this week in accordance with the established vital material deposit schedule. This project is approximately 20% complete. Microfilming continues in ORR/Geographic Area. This project is approximately 80% complete.

- c. Records Management Seminar and "County Fair" Material - Development of material is continuing.

- d. Personnel-Type Vital Records Study

- (1) Conferred with Administrative Support Division, Medical Staff to make a further review of Medical Staff vital record deposits. In fact, the Medical office stated that it could reduce several roster type deposits should it be possible to depend upon the data from Office of Personnel card records.

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However, since the roster data occupies very little space I will recommend that the present system remain unchanged so that it will not be necessary to resort to the Office of Personnel card records in the event of an emergency. Medical Office occupies only about one-third drawer of VM records which is very small in comparison with other components. [redacted]

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- (2) Met with [redacted] Records Management Officer for Office of Personnel in an attempt to reach a final listing for his office. Pointed out differences between the actual deposit schedule and the documents that were physically located in the Repository. [redacted] called in [redacted] of Records and Services Division who was concerned with the future of the IBM equipment in the Repository, stating that the deposit schedule could be amended accordingly. Discussed the above problem with Chief, Records Management Staff who stated he knew of no contemplated change at this time. I relayed the information to [redacted] for his planning. The Office of Personnel Records Officer is checking out a few questions I had with his components and I am compiling a revised listing for their concurrence. Incidentally, Office of Personnel advised that a number of listing-type reports would henceforth be run less frequently in order to reduce overtime. [redacted]

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3. News

- a. Previewed the Diebold Corporation film on the super elevator file and examined the types of equipment the Diebold Corporation has on the Federal Supply Schedule. Discussed with the Diebold representative the possibility of displaying their equipment and using their film in our proposed Records Management Seminar. [redacted]

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Weekly Report

24 Oct

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add to 1.

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J

Filing Equip. Review

(Rec'd 7 requisitions of Filing equipment + Supplies disapproved 1 requisition for Veridian Guides) M.R.D.

OK
as in

Office of Controller returned to stock 15 units of safe type filing equipment in exchange for 15 units of non-safe equipment. Testing nonsafe equipment for tab mark cards to further this process of exchange of safe equipment for non safe.

v B R Shelf Filing Project

Associated B R

Revised preparation of final acceptance form for filing equipment + furniture. Installation finished except for replacement light fixtures

2b

3.

Office of Controller, Registry

Floor space + equipment Survey

ARO and Finance

Division Personnel Consideration

2

Suggested shelf guides
for use in 7' sections
of open shelf filing equipment.
Requirement for new equipment
expected by the 1st of Nov.

4 OC Space Lay out project
In process of developing
equipment requirements
& floor space lay out for
existing vault and for the
new addition.

5. In active Projects

IR shelf filing

OS " "

OC Floor Space lay out &

Equipment survey, vaulted
and L Bldg

Controller, M R D -

(Testing Safety Stock)

6 5 new projects assigned
for OC involving specialist
filing equipment.